

# AgLearn Administrator Access Request Form

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To become an AgLearn administrator, there are required trainings that must be completed in AgLearn to gain access to Administrator rights. If you will become the new AgLearn Administrator for your office, complete the trainings under the appropriate designated roles listed below. Once you click on the link, login then simply click either "Launch Content" to take the training now or "Add to To-Do List" to complete at a later date.

Once the trainings have been completed, send an email to either [Lyndell Walker](#) or [Sherell Brooks](#) requesting an administrator account for the roles listed below. In the email, please include:

**Full Name**

**Phone Number**

**Location, including bldg and room**

**Email address**

**AgLearn ID**, this is located by clicking on your name in the green section and then going to Employee Information section and copying the "User ID"

## Training Designee Roles

Basic Admin (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Basic Reporter (Access to Reports) – [AgLearn+ Basic Reporting](#)

Assigning Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)

Item Recorder (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

Item Manager (Add, Edit, Copy and Delete Items) - [AgLearn+ Item Manager](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

SF-182 Manager (Gives the administrator access to create SF-182) - [AgLearn SF-182 Training for Administrators 2008](#)

SF-182 Reporter (Gives the administrator access to reports related to SF-182 form) - [AgLearn+ SF-182 Reporter](#)

## SF-182 Roles

Basic Administrator (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

SF-182 Manager (Gives the administrator access to create SF-182) - [AgLearn SF-182 Training for Administrators 2008](#)

SF-182 Reporter (Gives the administrator access to reports related to SF-182 form) - [AgLearn+ SF-182 Reporter](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

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## Information Technology Specialist Roles

Basic Admin (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Assigning Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)

Item Recorder (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

User Manager (Activate User accounts in AgLearn) – [AgLearn+ User Manager](#)

## EEO Managers, ADO's & etc

Basic Reporter (Access to Reports) – [AgLearn+ Basic Reporting](#)

Basic Admin (Basic Administrator access for searching and viewing) - [AgLearn+ Basic Administrator](#)

Item Recorder (Record Learning for Items and Scheduled Offerings) [AgLearn+ Completed Work Manager](#)

Assigning Manager (Ability to assign items or curricula to a user or multiple users) - [AgLearn+ Assignment Manager](#)